

Date

**CERTIFIED MAIL**

Contractor  
Address  
City, State ZIP Code

Dear \_\_\_\_\_,

The Federal-Aid contract you entered into with the Idaho Transportation Department (ITD) contains certain Civil Rights provisions, which require the contractor to implement a program of Equal Employment Opportunity (EEO). Federal regulations (23 CFR 230 Subpart D) further require that ITD monitor contractor operations to ensure that the provisions are being executed.

In keeping with these requirements, Company Name has been selected for a routine Equal Employment Opportunity Review. This will be an **AREA REVIEW** authorized by Project Name and Number. The review will cover your total workforce on all federally assisted projects within the Standard Metropolitan Statistical Area (SMSA) or Economic Area Number. (See the Civil Rights Special Provisions of your contract). Documentation on these projects will need to include information from Date Project Name Started to the date of this notification.

Company Name may include information on non-federally assisted projects in order to give a broader view of the company's workforce, if desired. However, if Company Name elects to include this, ITD is required to use the additional information in their determination of compliance or non-compliance.

To reduce the amount of time spent on the on-site portion of this review, please provide 1 set of the following documentation to Your Name at this office and 2 sets to Julie Caldwell, at ITD Headquarters, 3311 W. State St., P.O. Box 7129, Boise Idaho 83703-1129. All information needs to be provided by Date/Year. This will enable ITD to make a partial evaluation of your EEO posture before meeting for the on-site employee interviews and the On-Site Review to take place at Time on Date/Year at Place of Meeting.

Documentation should be related to the project identified unless directed otherwise below.

1. List of all current Federal-Aid projects located in the SMSA/EA area of the review including the value of each
2. Names and titles of personnel representing your firm at the on-site review
3. Documentation showing authority of company positions
4. Name and title of your policy officer
5. Name and title of your project officer

Continued:

6. Copy of letter appointing your EEO Officer, indicating name and other title, if appropriate
7. Documentation showing EEO officer's background, training, and history with company.
8. Brief description of the EEO Officer's job duties and responsibilities.
9. Copy of your company's EEO Policy
10. Copy of your company's Affirmative Action Plan (if applicable)
11. Documentation of meetings or notices to supervisory and non-supervisory personnel discussing or advising employees of your company's EEO policy
12. A list of the suppliers, vendors and subcontractors, for each project being reviewed, providing services or supplies valued over \$10,000.00.
13. Copy of pages of subcontracts and purchase orders, over \$10,000 showing inclusion of EEO clauses.
14. Documentation of progress payments made to Sub-Contractors,
15. List of minority or female owned companies contacted as possible subcontractors, vendors, materials suppliers during bid process
16. List of all members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees or make recommendation for such actions.
17. Documentation of indoctrination of this staff regarding company EEO obligations.
18. List of company personnel responsible for recruitment.
19. Documentation showing training of recruitment personnel on Company EEO hiring procedures.
20. A list of all recruiting sources utilized. Attach copies of letters, diaries, etc., documenting requests for minorities/women in specific crafts.
21. Copy of application for employment form.
22. List of any advertisements with verification of publication (copies of ads).
23. Documentation of requests to current employees to refer minorities and or females for work.
24. List showing all hiring opportunities during review period by job categories showing total employees, total minorities, and totals by ethnicity (male and female)
25. List of all promotions made during review period by race, sex, previous positions, position promoted into, and corresponding wage rates
26. List showing all terminations and layoffs during review period by job categories, race, and sex.
27. If a Union contractor, submit a copy of agreement(s)
28. Construction employment data for all Federal-Aid projects within the **SMSA/EA** area of the project being reviewed from **Date Project Name Started** up to the notification date. The contractor may use a PR-1391 to submit this information. (The SMSA or EA as stated in the special provisions of the contract.) Information should be listed by job categories and show total employees (male and female) and ethnicity (male and female)
29. Copies of annotated payrolls for all Federal-Aid projects within the **SMSA/EA** area of the project being reviewed from **Date Project Name Started** up to the notification date. Information needs to include the craft, race, and sex of each employee listed.
30. Amount of training hours allocated to the project(s) with an analysis of training data on each trainee/apprentice showing the project, craft, sex, ethnicity and hours worked to date.
31. Documentation of steps taken by contractor promoting training opportunity internally and externally
32. Documentation on the status of any discrimination complaint that has been filed against your company or any employee in your company.

Continued:

Date  
Name  
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After this documentation has been evaluated, ITD staff will visit the project site on     Date     to interview one minority, one non-minority, one woman, and one supervisor and to briefly tour the project site. To expedite this process, please have the following four employees available for a very brief interview at a time and place convenient to you:

***LIST EMPLOYEES SELECTED FROM PAYROLL***

- 1.
- 2.
- 3.
- 4.

*(Note to EEO/ST Coordinators: If the contractor's work or work schedule is such that it would cause a great deal of inconvenience to conduct these interviews all at once and on the same day as the On-Site Review, you can make other arrangements as long as the integrity of the interviews is not compromised. ITD project personnel, who are in daily or frequent contact with the contractor's personnel, and the contractor's representative should not conduct or assist in conducting interviews. However, appropriate project personnel and the contractor's representative **SHOULD** be present at the On-Site Review.)*

At the conclusion of the interviews, ITD would like to discuss the preliminary evaluation of the documentation presented and any observations made at the project site.

The following state and federal personnel will be in attendance at the On-Site Review:

- FHWA Representative (by name and title)
- ITD Headquarters Representative (by name and title)
- ITD Project Personnel (by name and title)
- District EEO/ST Coordinator or designated DRI (by name and title)

If you have any questions about the review, please contact me at the District \_\_\_\_ Office, telephone \_\_\_\_\_.

Sincerely,

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District EEO/ST Coordinator

X:\External Programs\External Administration\My Documents\  
Training Provided\EST Training\FFY 2010\Construction Review Notice.doc

cc: District Personnel  
EEOM  
CCO  
FHWA